



VACANCY ANNOUNCEMENT: 2014-02

The U.S. Embassy Koror is seeking to employ a **Financial Assistant**.

The **Financial Assistant** will serve full time under the direction of the Mission Deputy; responsible for maintaining all official accounting records for post and examining invoices and other requests for payments such as travel and representation. Prepares and audits vouchers. Serves as the Embassy cashier, performing the full range of cashiering work at post. Liaise with counterparts in Manila and Bangkok to resolve most financial issues at post, as required.

Incumbent has major responsibility as a Financial Assistant: reviews and examines invoice to ensure completeness, accuracy, appropriateness of monetary date, and validity of accounting classification. Determines the appropriate accounts and codes the invoices and documents in accordance with the chart of accounts and accounting code structure. Directly assists the Mission Deputy in the monthly analysis and reconciliation of Status of Obligation and Status of Funds reports. Establishes and maintains cuff records and control sheets to readily show updated balance of accounts or prevent double or over obligation of funds. Receives and reconciles all accounts payables due to vendors, contractors and employees.

A successful candidate must have the following minimum qualifications: High school diploma or equivalent (i.e. GED) is required; at least two years financial work experience such as cashier and/or accounting clerk required; fluency in the English language (reading/speaking/writing) is required; good working knowledge of bookkeeping, accounting and cashiering procedures, as well as the purpose and use of accounting documentation to maintain and reconcile accounting records. Must have above average skill with MS Word and Excel, with the ability to create and maintain spreadsheets utilizing Excel formulas.

A copy of the complete position description, as well as the required DS-174 U.S. government application form, is available on <http://palau.usembassy.gov>, the website of U.S. Embassy Koror. Applications must be received by close of business Friday, April 23, 2014. Salary range starts at \$11,586 per annum.

Please address your application to:

Mr. Thomas E. Daley
Chargé d'Affaires
U.S. Embassy Koror